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STATISTICAL REPORT FOR ISB ACTIVITIES

for December 1955

VISUAL AIDS SECTION

1. Received a total of 24 requests for the planning and construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 147 items, including sketches, graphs, drawings, signs, posters, and display items of which:
 - a. 2 projects totaled 40 man hours or more.
3. Received a total of 8 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed 3 still picture requests, consisting of 30 originals and 55 prints.
 - b. Processed and developed 31 feet of ophthalmograph film (35 mm.)

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 48 (Guide cards).
2. Edited, typed, processed and distributed 17 administrative communications--Office of Director of Training.
3. Processed 50 requests through Printing Services Division/LO.
4. Reproduced internally, 54 requests from offices of OTR: 179 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 84 covering 177 items.
2. Number of films procured: 111
3. Number of films projected: 52
4. Number of sound recordings made: 201½ hours
5. Number of preventive maintenance checks made: 80
6. Number of emergency checks made: 11

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MAP TRAINING OFFICER

1. Number of requests for maps or services: 17
2. Number of map sheets distributed: In OTR - 240
Outside OTR - 7
3. Number of photographs distributed: 55
4. Items designed and produced:
 - a. Maps mounted: 8
5. Number of reference requests received: 2

LIBRARY SERVICES SECTION

1. Operated the OTR Library with this volume:
 - a) Book charges: 211
 - b) Periodical charges: 24
 - c) Vertical file charges: 18
 - d) Inter-library loans ordered: 210
 - e) Inter-library loans received: 126
 - f) Books ordered: 205
 - g) Books received: 240
 - h) New periodicals received: 5
 - i) Classified materials ordered: 13
 - j) Classified materials received: 8
 - k) GUIDE requests processed: 68
 - l) Information reports scanned: 3520
 - m) Information reports distributed: 434
 - n) Documents distributed (Vault): 319
 - o) Overseas requests received: 5
 - p) Lesson plan accessions: 47
2. Serviced the sub-library collections in the following volume:

Reference requests: 30
Research requests: 9
Book accessions: 7
Document accessions: 65
Inter-library loans: 28

Other Collections

BOC: 1
Clerical Training: 64
Management Training: 61

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Intelligence School

World Communism: 4

Operations School



Language and External Training School: 56

Assessment and Evaluation Staff: 6

Plans and Policy Staff: 4

B. Reference, research, and bibliographic functions

1. Processed 110 reference requests.
2. Processed 14 research requests, totaling 38 man hours.
3. Conducted research and prepared 3 bibliographies, of which 1 was completed and 3 annotated, totaling 428 items and 120 man hours.
4. Published 2 issues of the GUIDE containing a total of 137 annotated items.

C. Translations Requests

No translation requests were processed during the month of December.

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